

**Professional Licensing Agency**  
402 West Washington Street  
Room W072  
Indianapolis, IN 46204



**Eric Holcomb**  
*Governor of Indiana*  
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**INDIANA OPTOMETRY BOARD  
APPLICATION FOR APPROVAL OF CONTINUING EDUCATION PROGRAMS  
OPTOMETRY AND OPTOMETRIC LEGEND DRUG HOURS  
INFORMATION AND INSTRUCTIONS**

**Please read all instructions thoroughly.**

**APPROVAL OF CONTINUING EDUCATION PROGRAMS**

As of July 1, 2006, new provisions were effective regarding the approval of continuing education programs. Under the new statutory provision as listed below, if a program is designed to directly enhance the optometrist's knowledge and skill in providing services relevant to the optometrist's profession or occupation and falls under an "Approved Organization" it is no longer necessary to submit an application for approval by the Indiana Optometry Board.

Under IC 25-1-4-0.2:

Sec. 0.2. As used in this chapter, "approved organization" refers to the following:

- (1) United States Department of Education.
- (2) Council on Post-Secondary Education.
- (3) Joint Commission on Accreditation of Hospitals.
- (4) Joint Commission on Healthcare Organizations.
- (5) Federal, state, and local government agencies.
- (6) A college or other teaching institution accredited by the United States Department of Education or the Council on Post-Secondary Education.
- (7) A national organization of practitioners whose members practicing in Indiana are subject to regulation by a board or agency regulating a profession or occupation under this title or IC 15.
- (8) A national, state, district, or local organization that operates as an affiliated entity under the approval of any organization listed in subdivisions (1) and (7).
- (9) An internship or a residency program conducted in a hospital that has been approved by an organization listed in subdivisions (1) through (7).
- (10) Any other organization or individual approved by the Board.

**COPIES OF APPLICATION AND DOCUMENTATION**

If your program does not fall under IC 25-1-4-0.2, sponsoring organizations or attendees are required to submit one (1) copy of the following documentation: detailed course syllabus or outline, printed Power Point presentation, brochures, evaluation form, and curriculum vitas or resumes. **You may mail or email a copy of the above items.** If the Board does not receive all of the above documentation with the application it will be returned to the sponsor and the program will be denied approval.

### **THIRTY (30) DAY DEADLINE FOR APPLICATIONS**

#### **852 IAC 1-16-3 Application for approval of continuing education sponsor**

Authority: IC 25-24-1-1

Affected: IC 25-24-1-14.1

Sec. 3. (a) The sponsoring organization must file an application provided by the agency not later than thirty (30) days after the beginning date of the program. The application must contain the following information:

- (1) The name of the speaker.
  - (2) The academic and professional background of the speaker.
  - (3) A thorough description of the content of the program.
  - (4) The date and location of the program.
  - (5) The number of clock hours of continuing education requested.
  - (6) The name of the person or persons who will monitor attendance and the manner in which attendance will be monitored.
  - (7) Any other pertinent information required by the board.
- (b) As a condition to approval of programs, the sponsoring organization must agree to provide participants with a record of attendance. The record of attendance shall state the following:
- (1) The name of the participant.
  - (2) The name of the sponsoring organization.
  - (3) The title of the program.
  - (4) The name of the speaker or speakers.
  - (5) The date of the program.
  - (6) The location of the program.
  - (7) The number of clock hours and type of continuing education hours requested.

(c) The sponsor shall retain records of attendance by participants for three (3) years from the date of the program.

*(Indiana Optometry Board; 852 IAC 1-16-3; filed Jul 23, 1987, 9:15 a.m.: 10 IR 2737; filed Mar 26, 1993, 5:00 p.m.: 16 IR 1954;*

*readopted filed Jul 10, 2001, 2:59 p.m.: 24 IR 4238; filed Aug 8, 2006, 11:01 a.m.: 20060906-IR-852050325FRA; filed Aug 30,*

*2012, 2:03 p.m.: 20120926-IR-852120164FRA)*

### **CONTINUING EDUCATION HOURS NOT ACCEPTABLE**

The Board has determined that courses in the areas of:

- Practice Management
- Writing of articles for publication and teaching of courses

are **not acceptable** for approval of continuing education hours.

### **APPROVAL CERTIFICATES**

Upon approval by the Board, a certificate will be issued and emailed to the Sponsor.

### **QUESTIONS**

If you have any questions regarding the application process for continuing education approval you may contact the Indiana Optometry Board at:

Indiana Professional Licensing Agency  
Attn: Indiana Optometry Board  
402 W. Washington Street, Room W072  
Indianapolis, Indiana 46204  
Staff Phone: (317) 234-8800  
FAX: (317) 233-4236  
Staff Email: [pla14@pla.IN.gov](mailto:pla14@pla.IN.gov)  
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